□□ How to Create a Staff User

Welcome to the **Laundro Portal Guide!** □□

Want to give your staff access to the Laundro Portal? Follow this guide to create a staff role, set permissions, and create a staff account.

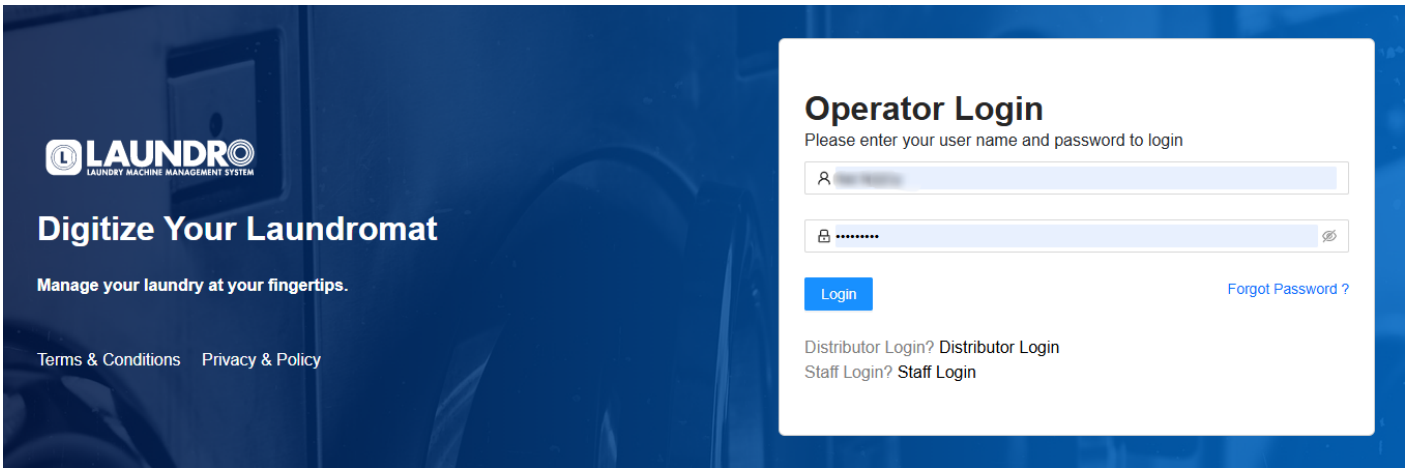
□□ Stage 1 — Create a Staff Role

A **Staff Role** determines which features and functions a staff member can access.

□□ Step 1: Log In to Laundro Portal

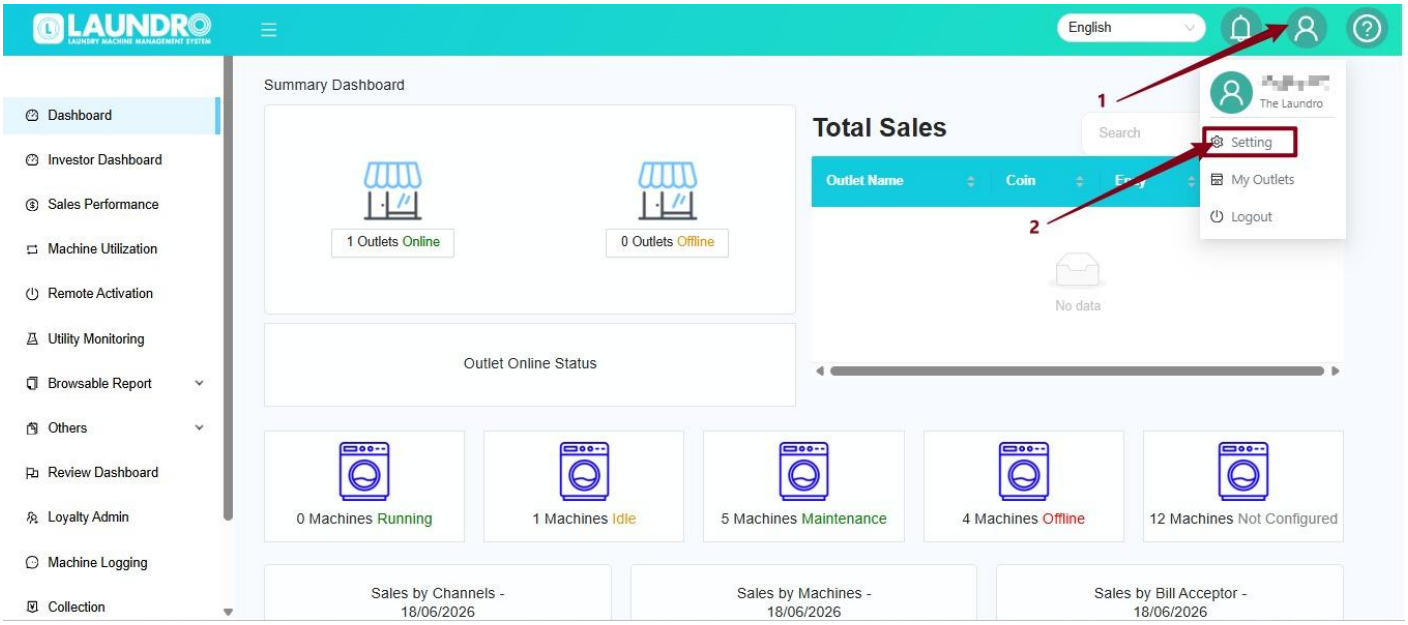
Open the Laundro Portal and enter your operator username and password.

□□ **Portal Login:** https://v2.thelaundro.com/operator_login



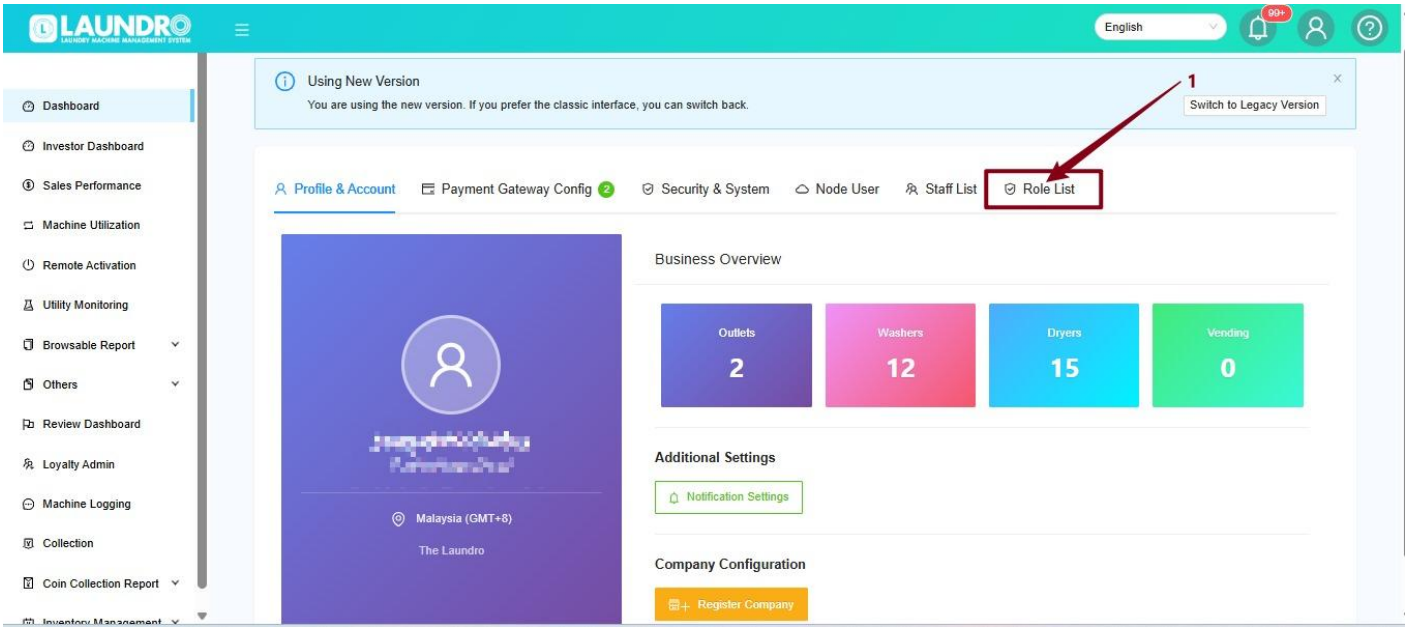
⚙ Step 2: Open Settings

1. Click the **Profile** icon at the top-right corner.
2. Select **Setting** from the dropdown menu.



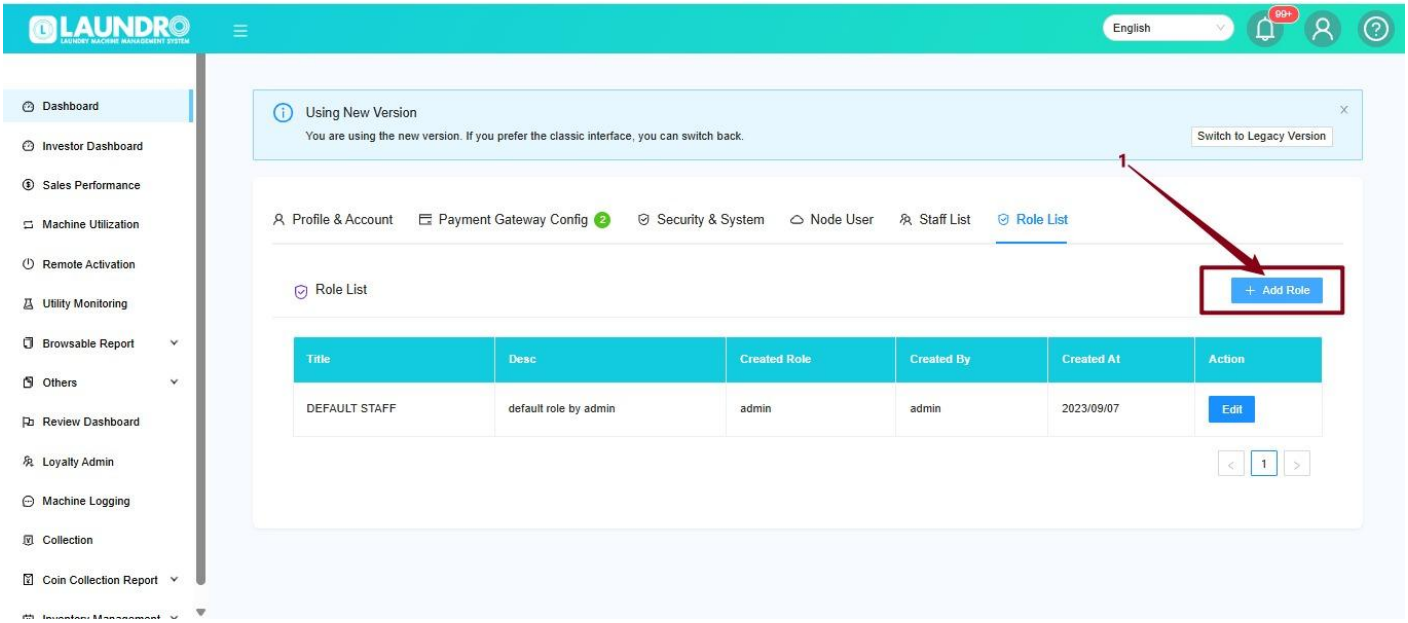
Step 3: Open Role List

On the Setting page, click **Role List**.



Step 4: Add a New Role

Click **Add Role** to create a new staff role.

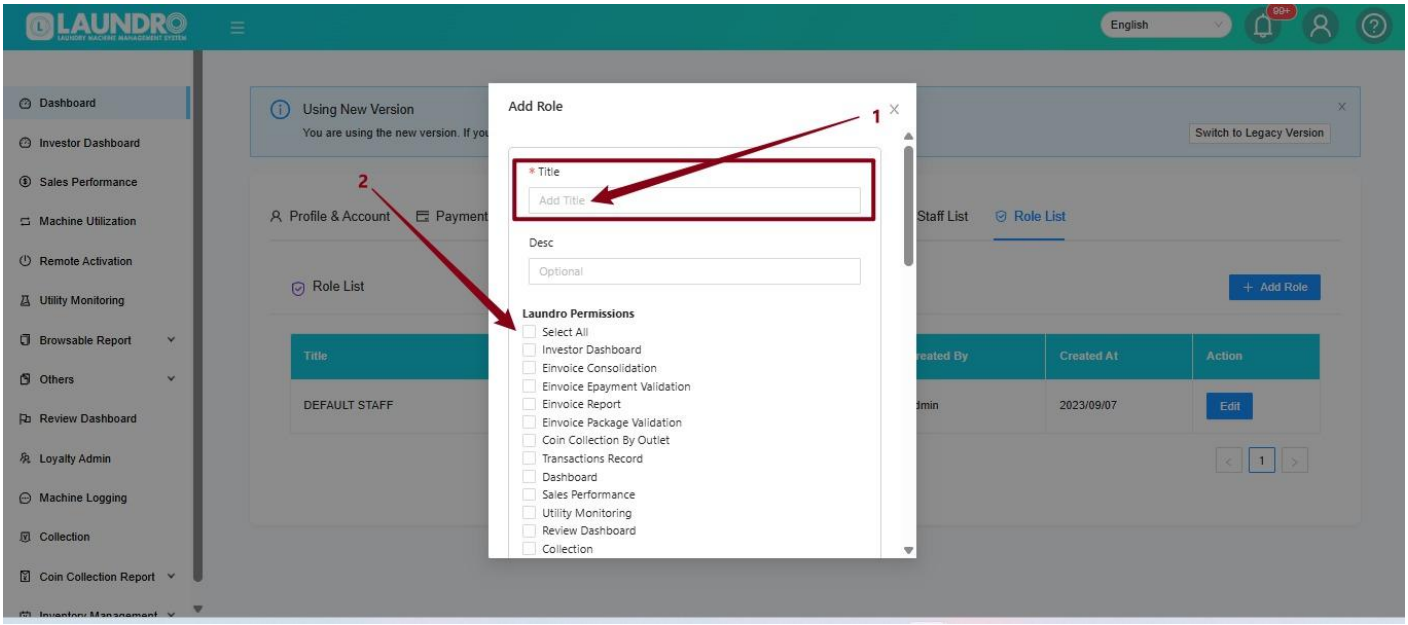


✏ Step 5: Enter the Role Details

1. Enter the role name in the **Title** field.
2. Select the required permissions by checking the appropriate boxes.

Example: Staff - Remote Activation Only

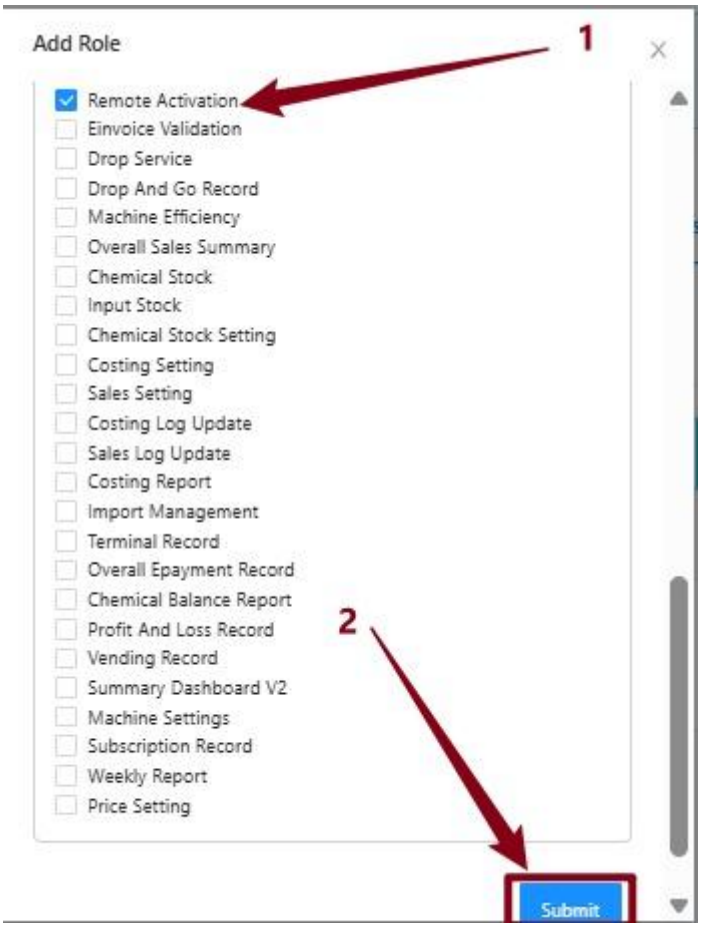
If the staff member only handles remote activation, select the **Remote Activation** permission.



◫ Step 6: Submit the Role

Review the selected permissions, then click **Submit** to create the role.

> **Quick Tip:** Only enable the permissions required for the staff member's duties.

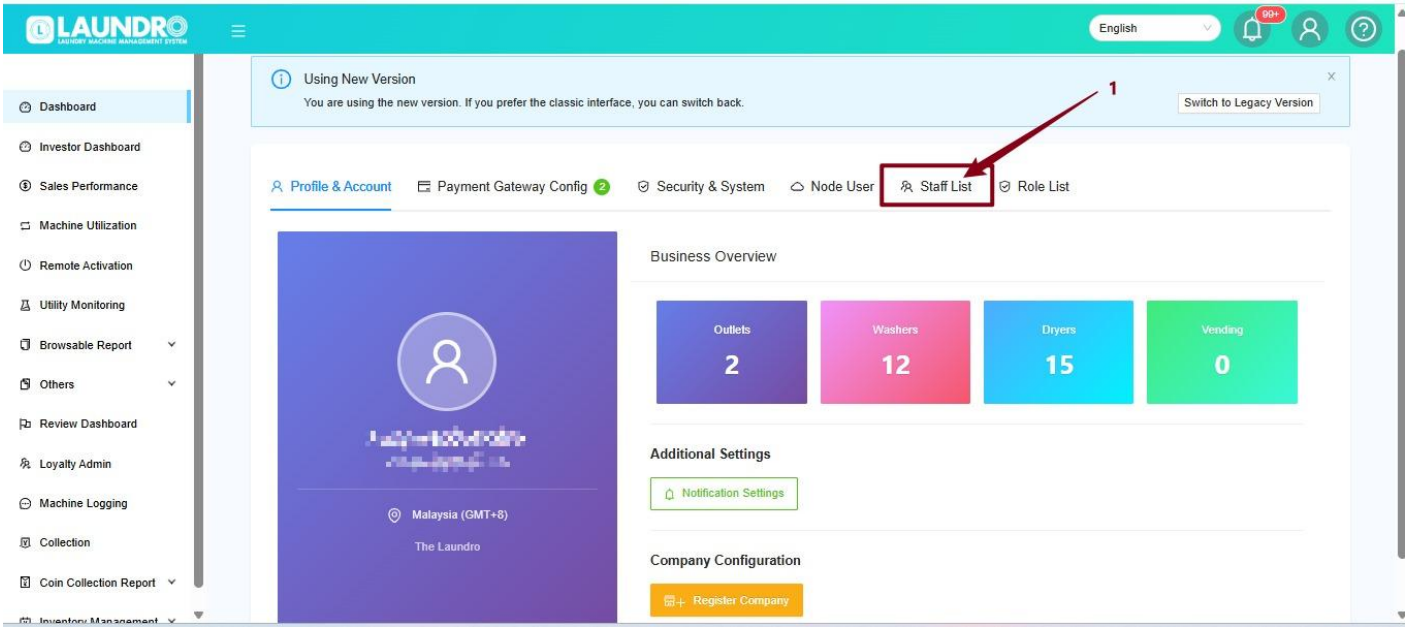


Stage 2 — Create a Staff Account

Now that the role is ready, let's create the staff account!

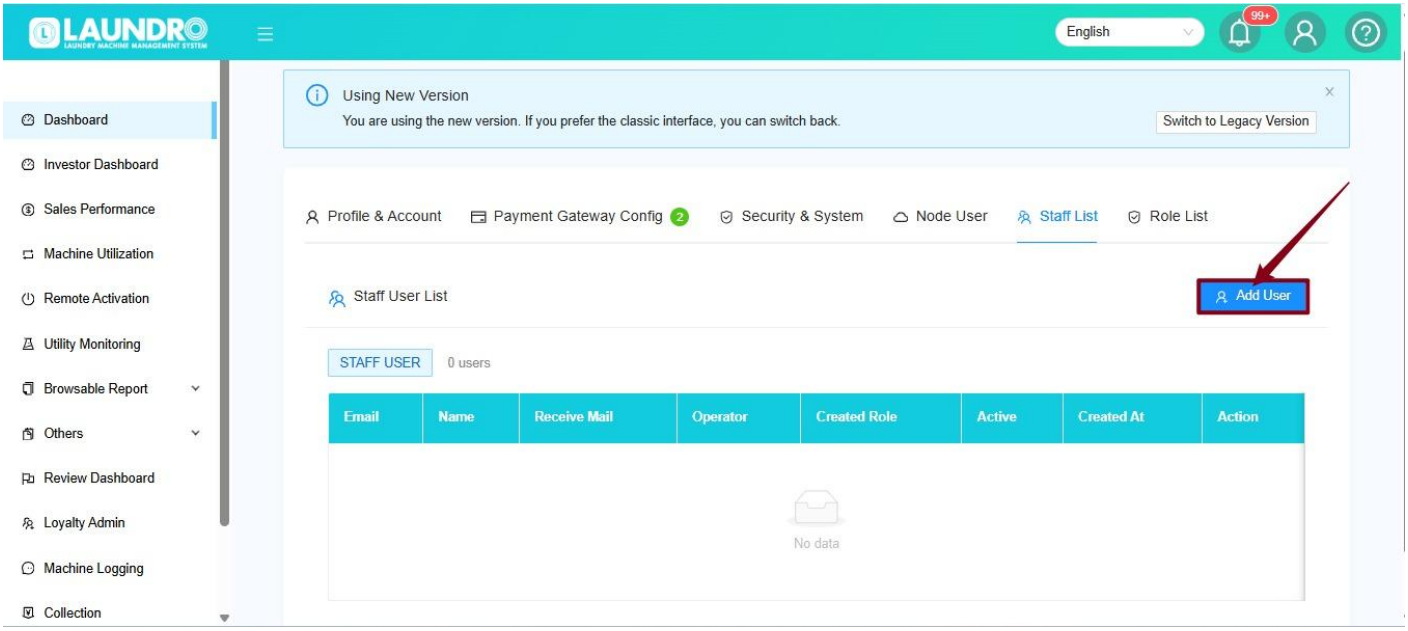
Step 7: Open Staff List

Return to the Setting page and click **Staff List**.



Step 8: Add a User

Click **Add User** to open the new staff account form.



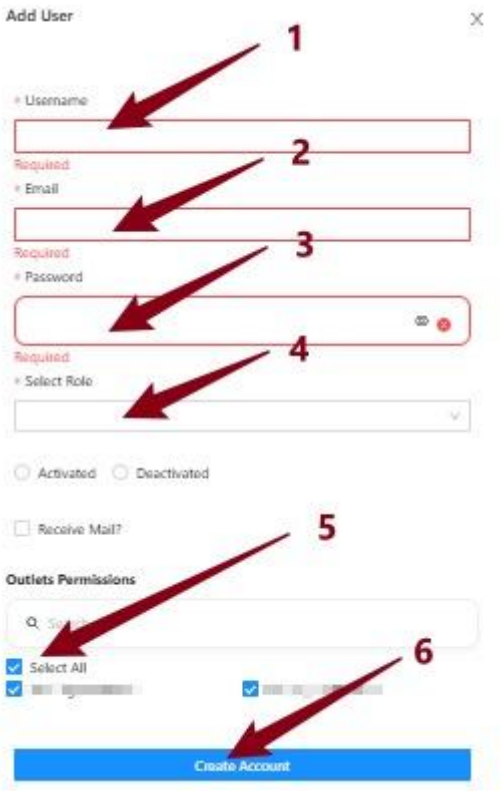
Step 9: Fill In the Staff Details

Complete the required fields:

1. **Username** — Enter the staff member's username.
2. **Email Address** — Enter the staff member's email address.
3. **Password** — Create a password for the account.

4. **Role** — Select the role created earlier.
5. **Outlet Access** — Select the outlet or outlets the staff member is allowed to access.

Once all details are complete, click **Create Account**.



> ⚠ **Important:** Double-check the selected role and outlet access before creating the account.

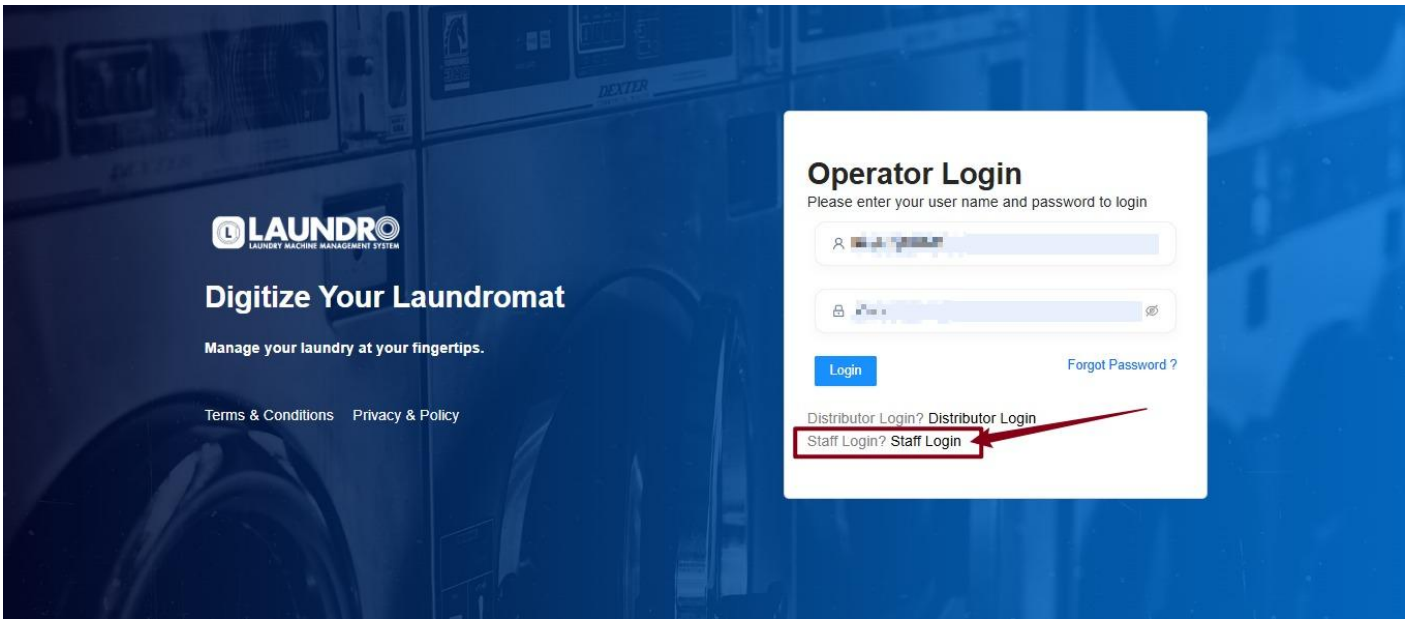
□□ Stage 3 — Log In as Staff

The staff account has been created. Now, let's log in!

□□ Step 10: Open the Login Page

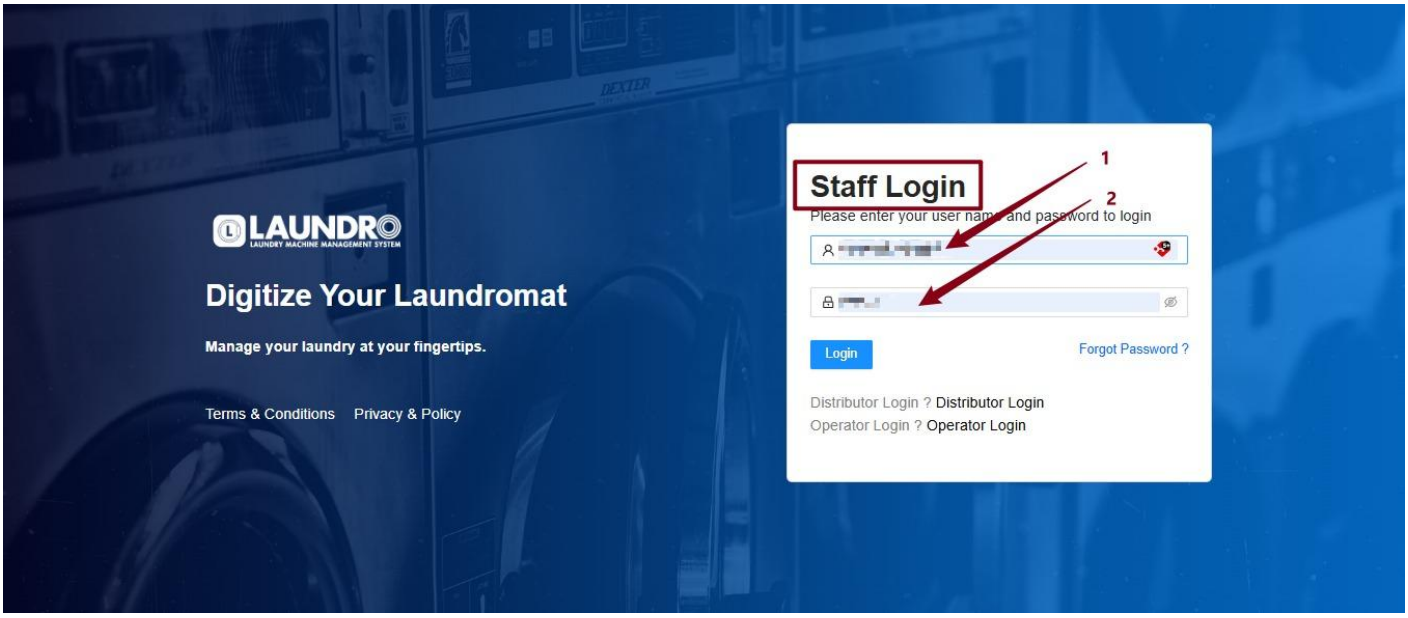
Go to the Laundro Portal login page and select **Staff Login**.

□□ https://v2.thelaundro.com/operator_login



Step 11: Enter Login Details

1. Enter the staff **Username**.
2. Enter the staff **Password**.
3. Follow the on-screen instructions to log in.



Success! The staff member can now log in using the account created for them, with access based on the assigned role and outlet permissions.

Need help? Contact the Laundro support team if you encounter any issues while creating the staff account.

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